

- 8.9 If an amendment to a motion is proposed, seconded and accepted by the proposer of the original motion, the amended motion will become the substantive motion. If not, the amendment may be voted upon by the Board.
- 8.10 All amendments to motions must be dealt with before the final substantive motion is put to members.
- 8.11 The Chair has absolute discretion in permitting tabling of documents at the meeting and motions without notice (apart from motions related to procedural issues or amendments to motions). A document may be “tabled” with debate or discussion deferred until a subsequent meeting.
- 8.12 Questions without notice may be referred by the Chair to the appropriate member of the University for a written response or deferred to a subsequent meeting.
- 8.13



- 9.6 A ballot may be used only when it is required by an existing resolution of the Board, or at the discretion of the Chair. When a ballot is taken, it will be conducted in such form as the Chair may direct, provided its secrecy is preserved, and will include a tally of those voting for, those voting against and those abstaining from the vote.

10. Minutes

- 10.1 Governance will prepare minutes of Board meetings.
- 10.2 The minutes will contain the results of any vote taken by the Board and key points raised in discussions or debate.
- 10.3 The minutes will be reviewed by the Chair and will be included for approval at the next meeting. If approved, a copy of the minutes is to be signed by the Chair of that meeting.
- 10.4



Appendix 1: AB Motions and Resolutions

Items appearing on the Board agenda should be linked to formal motions/recommendations. This gives focus to debates or discussions and clearly sets out the intended or required action by the Board. The form of the recommendation and subsequent resolution will generally be:

Recommendation: That the Academic Board <action> <matter>.

Outside procedural motions at Board meetings, the actions that a Board motion will typically include are:

Approve (or not approve)	Apart from the procedural motions at Board meetings, the capacity of the Board to approve matters is generally limited to those stipulated in the UNSW Delegations of Authority. Examples are authority to approve new academic offerings or changes to existing academic offerings.
Endorse (or not endorse)	This action typically arises where the Board is part of an approval process and would commonly indicate the person or committee to whom the recommendation is made. A typical example is the Board recommending approval of academic policies or procedures by the Vice-Chancellor. Some delegations require Board recommendation of matters.
Request or Refer	These actions typically will relate to the Board seeking advice, information, opinion or a specific action from a committee or an Executive member.
Recommend (or not recommend)	This action generally relates to matters where support of the Board is sought but where the Board is not part of the formal approval process. Endorsement generally follows debate on specific proposals or papers presented to it by committees or members of the University.
Discuss	This action generally applies to specific discussion papers or reports brought to the Board where the view of the Board is sought, though in some instances may result in a motion to refer the matter to committees or elsewhere.
Note	Some matters are brought to the Board simply for information. Noting just implies the matter was presented to the Board (with or without discussion or debate) and does not require further action such as the Board forming an opinion on the matter. Examples include reports from Board members or documents tabled.